



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

March 4, 2015

TO: Executive Cabinet
Department of Fish and Wildlife
Washington State Parks

FROM: David Schumacher
Director

SUBJECT: CONTINGENCY PLANNING FOR STATE AGENCY OPERATIONS

We fully expect that the 2015-17 operating, capital and transportation budgets – as well as subsequent biennial appropriations – will be enacted in a timely manner. Nevertheless, it is important to update our contingency planning information should any circumstance prevent the Legislature from making appropriations.

To that end, we are directing agencies to review and update the information that was provided to the Office of Financial Management (OFM) in 2013. As you will recall, OFM coordinated contingency planning for a partial shutdown of state government in the event that the 2013-15 operating and capital budgets were not enacted by June 30, 2013. Agencies were asked to identify services that fell into the categories below. OFM reviewed the agency responses and made the determination of which activities fell into each category.

1. Services funded by appropriations in the enacted transportation budget.
2. Services that do not require an appropriation, such as from non-appropriated funds.
3. Services that must be continued based on certain constitutional mandates and federal law, with the caveat that agencies will consult their assigned assistant attorney general for clarification.
4. Services necessary for the **immediate** response to issues of public safety, or to avoid catastrophic loss of state property.

We need agencies to review the information provided in 2013 and determine if any updates are needed and add any new services, if appropriate. This year agencies funded through the transportation budget will need to submit the list of services for categories 2 through 4 above. (In 2013, a transportation budget had been enacted so contingency planning for these agencies was limited.) If it becomes necessary, we will provide guidance and templates for employee layoff and contractor notifications as we did in 2013.

Please submit to OFM any changes to the services previously provided at ofm.budget@ofm.wa.gov by Friday, March 20. If you have no changes, send an email stating you have no updates. Descriptions of services should include an estimate of how many staff would be necessary to carry out these operations, including the minimum level of support staff who would be essential for continuing services under categories 3 and 4 above. Attached is an update of the legal briefing we provided in 2013. If you have further legal questions, please consult your assigned assistant attorney general.

Thank you for your assistance. While we consider it unlikely these plans will need to be implemented, it is prudent to update this information in the event of a worst-case scenario.